

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0088212	10. Budget Program Number 629-21211		Agency Number	
/2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Executive Director (unclassified)			
3. Division Family Services			12. Proposed Class Title			
4. Section Rehabilitation Services	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Kansas Commission f/t Deaf & Hard of Hearing		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM AM/PM To: 5:00 PM AM/PM		17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists to provide leadership and administration to the Kansas Commission for the Deaf and Hard of Hearing, to carry out the goals of the Commission, and to assure that Commission staff provide technical assistance and other appropriate services to support individuals who are deaf or hard of hearing.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Michael Donnelly	Director, Rehabilitation Services	K0204642

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Michael Donnelly	Director, Rehabilitation Services	K0204642

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

General latitude is allowed. Constraints are those imposed by statute, rule, and policies, department/agency policy. The Executive Director reports to the Director of the Rehabilitation Services for, budgeting, purchasing and related administrative functions. The Executive Director is expected to exercise independent judgment in performing the job with in these constraints. The KCDHH Commission is responsible for the policies and programmatic functions of KCDHH. The Executive Director develops program plans independently, or as directed by the Commissioners, and submits it to the Commission for consideration. Performance of the program plans is reviewed annually by the Executive Committee of the KCDHH Commission.

Assignments are given to employee and employee is expected to complete them with minimal supervision or monitoring. General oral and/or written instructions are given. Employee has access to and uses written guidelines, instructional material and various office manuals. Organizes and prioritizes work according to DCF and RS policy, procedures and timelines.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> ▪ Demonstrate leadership in carrying out the DCF mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public; ▪ Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities; ▪ Ensure that all KRS programs and services support customer engagement and informed decision-making; ▪ Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth; ▪ Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency; ▪ Provide excellent customer service both internally and externally; ▪ Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protect human dignity; ▪ Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and KRS staff; and ▪ Work cooperatively with peers, staff, customers, community partners and the general public; ▪ Adhere to KRS Professional Conduct Expectations.
1.	30%	<p>To provide leadership to the Commission through anticipation and planning for all necessary Commission actions so that the Commission functions in a proactive, leadership capacity on behalf of deaf and hard of hearing persons. Make sound decisions in a timely manner which furthers the legislative mandates of the Commission. Provide leadership and manage the Kansas Quality Assurance Screening program. Provide leadership and supervision of the KCDHH staff/personnel. Initiate problem prevention/resolution actions to further enhance the Commission's ability to accomplish its goals. Actively research, design and recommend policy or priority changes to the Commission. Establish, maintain and enhance ongoing communication with stakeholders and representatives of key organizations at the local, state and national levels.</p>
2.	30%	<p>To conceptualize and manage the design and implementation of Commission advocacy activities to assure improved service delivery and promote expanded opportunities for people with hearing loss throughout Kansas. Plan and direct activities necessary to promote Commission policies, philosophy and objectives. Advocate for changes in administration of programs of state and federal agencies which reflect Commission policy and which affect the delivery of services to persons with hearing loss. Draft and promote needed legislative actions which support the mandates and objectives of the Commission. Coordinate with community organizations and service providers in promoting the policies of the Commission. Direct the investigation of facts and circumstances related to the needs of individuals and groups with hearing loss related to their full participating in community life. Design and implement studies of various service systems,</p>

		<p>identify alternatives for service modification, and promote needed administrative or legislative actions. Initiate, at the direction of the Commission, legal or administrative actions necessary to promote the rights of persons with hearing loss.</p>
3.	25%	<p>To plan and manage the administrative activities of the Commission so that policy development, program planning, goal setting and evaluation activities are achieved in a timely and effective manner. Develop and recommend to the Commission administrative guidelines needed for all activities of the Commission. Draft for Commission approval policies, priorities and actions necessary to achieve mandated objectives and carry out planned activities. Advise the Commission on the appropriate staff and resources needed to carry out Commission activities and responsibilities. Provide the administrative support for Commission activities of the full Commission and its sub committees, and task forces. Establish and maintain effective communication with and among all Commission members. Service as a spokesperson for all administrative functions of the Commission. Direct the timely preparation and distribution of all materials for Commission meetings and reports. Act as agency of the Commission consistent with Commission policies. Conceptualize and recommend subcommittee organizational structure and methods, and implement as directed by the Commission.</p>
4.	10%	<p>To manage the allocation of the Commission's fiscal resources so that these resources are maximized. Manage the Commission's annual spending plan. Authorize the expenditures of state appropriations and special purpose gifts and grants. Manage the policies and procedures necessary to maintain an effective accounting and finance reporting system. Aggressively seek, pursue and obtain additional sources of funding (grants) for the support and expansion of the Commission's activities.</p>
5.	10%	<p>To direct Commission information and education activities so that public awareness and service enhancement for persons with hearing loss increase. Direct the information and referral activities necessary to educate the public about the role of KCDHH. Plan, design and disseminate the information and education materials via telephone, letters, brochures, public addresses, news publications, displays and other appropriate media. Develop, design and submit for Commission approval reports, newsletters, resolutions and other information materials. Plan and coordinate communication with organizations and community representatives, key organizations and public/private providers of services at the local, state and national levels.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
Megan Essary	Administrative Specialist	K0104920

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Decisions made by the Executive Director have a bearing on the health and welfare of the deaf and hard of hearing citizens of the state in terms of program accessibility and services to this population. The Executive Director works to develop accurate data that can be used to impact on the services by other agencies in order to advocate for and improve services.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

25. What hazards, risks or discomforts exist on the job or in the work environment?

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Understanding of deaf culture, budget preparation, professional writing, grant application, and public relations needed. Must be fluent in American Sign Language. Must be able to work effectively with board of directors. Demonstrable knowledge of the legislative process.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date